

**RESOLUTION 2017-18 # 03**

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

**Division of Business Advisory Services**

**ANNUAL DELEGATION OF ADMINISTRATIVE AUTHORITY TO PROCESS  
ROUTINE BUDGET REVISIONS, ADJUSTMENTS, AND TRANSFERS**

**Saugus Union School District**

**BOARD ADOPTION DATE: June 6, 2017**

The Governing Board of the Saugus Union School District authorizes, the Assistant Superintendent of Business, Director of Fiscal Services and Superintendent, to make such routine budget revisions, adjustments, and transfers as necessary for the payment of District obligations and to effect technical adjustments of the board-adopted budget during the 2017-18 fiscal year, in accordance with the provisions of this resolution.

This resolution is adopted for the purpose of expediting the processing of routine budget revisions, adjustments, and transfers, and shall remain in effect for a period of one year, from July 1, 2017, to June 30, 2018, and is subject to annual review and renewal by duly adopted resolution of the Governing Board of Saugus Union School District.

The amount of any individual routine budget revision, adjustment, or transfer shall not exceed \$ 200,000. The total amount of routine budget revisions, adjustments, and transfers at any one time may not exceed \$200,000.

This resolution shall be limited to the administrative approval and processing of routine budget revisions, adjustments, and transfers, within or between account objects of expenditures and within or between resources and funds, including the following: ALL DISTRICT FUNDS

This resolution shall not permit the administrative processing of non-routine budget revisions, adjustments, and transfers that increase or decrease revenues and other financing sources and uses, along with the corresponding revisions in expenditures; or budget revisions, adjustments, and transfers that reduce or increase the fund balance of any related fund; or transfers between funds; or transactions exceeding \$ -0-. Such non-routine budget revisions, adjustments, and transfers must continue to be presented to the Governing Board for approval prior to processing and submission to the Los Angeles County Office of Education (County Office) for further review, approval, and processing. Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments, and Transfers

A summary report of budget revisions, adjustments, and transfers approved and processed by the Superintendent in accordance with this resolution, listed by major objects and funds, transaction numbers, dates, and amounts shall be submitted to the Governing Board for adoption/ratification, not less than three times annually (by October 31, January 31, and June 30) with the District's First Interim, Second Interim, and in conjunction with the annual close of the District's financial records and Unaudited Actuals Reports.

All budget adjustments and transfers must be made in accordance with the provisions of Education Code Sections 42600, 42601, 42602, 42603, and 42610, and processed using the appropriate forms and documentation as provided by the County Office, and in compliance with applicable district guidelines. This resolution by the Governing Board and written authorization by the persons herein designated may be used by the Los Angeles County Office of Education to permit budget revisions, adjustments, and transfers in accordance with the foregoing guidelines.

ADOPTED by the Saugus Union School District Governing Board on this 6th day of June, 2017.

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David Powell, President  
Governing Board

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Christopher Trunkey, Clerk  
Governing Board

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Dr. Joan Lucid, Superintendent